



**PARKVIEW JR/SENIOR HIGH SCHOOL
STUDENT HANDBOOK
2012 – 2013**

SUPERINTENDENT

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Parkview School District Mission Statement

The mission of the Parkview School District, in partnership with family and community, is to provide through quality instruction and progressive curriculum a secure and challenging environment which will motivate all students to achieve their greatest potential and graduate individuals equipped to be responsible, productive citizens in our changing world.

Expectations for Students in the 2012-2013 School Year

Parkview Jr/Sr High Classroom Expectations

Be in your assigned seat/area ready to work before the tardy bell rings.

Have all needed materials for class every day.

Respect everyone's personal space and property at all times.

Use mutual respect in words and actions at all times.

Follow directions of all working adults in the school.

NON-DISCRIMINATION AND HARASSMENT

The Parkview School District is committed to a policy of nondiscrimination in relation to race, religion, sex or sexual orientation, age, national origin, handicap, marital status, arrest or conviction record, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

The Parkview School District shall strive to maintain and ensure a learning environment free from any form of harassment or intimidation toward or between students, including sexual harassment. Harassment refers to physical or verbal conduct which interferes with a person's school performance, or which creates an intimidating, hostile, or offensive school environment.

Any person who believes he/she has been harassed or has knowledge that a policy violation has occurred may file a complaint with any Parkview School District administrator or guidance staff. A complaint can be filed informally by discussing the situation with school staff or formally by providing a written statement regarding the complaint. For formal complaint procedures please see a school district staff member for a copy of the "Student Harassment and Discrimination Complaint Procedures", number 411.1-Rule, Parkview School District Board Policy.

STUDENT RECRUITING INFORMATION

Two federal laws require local educational agencies (LEA or school) receiving assistance under the Elementary & Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their students information disclosed without their prior written consent.

This handbook belongs to:

NAME: _____

GRADE: _____

INTRODUCTION

This handbook is an extension of Parkview Board of Education policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy.

Business Hours:

Office Hours: 7:00 AM to 3:30 PM - weekdays
LMC Hours: 7:30 AM to 8:30 PM (Mon. Tues. Thurs.)
7:30 AM to 6:00 PM (Wed.)
7:30 AM to 4:00 PM (Fri.)

Buses arrive and students allowed in the building at 7:25 AM. to eat breakfast – the rest of the students may enter at 7:35 AM. Period 1 warning bell at 7:45 AM. School ends at 3:02 PM.

Emergency School Closing:
 Emergency school closing will be announced over
 WCLO Janesville, 1230 AM.
 WEKZ Monroe, 1260AM 93.7FM
 WMTV – Channel 15
 WISC – TV Channel 3
 WJVL – Janesville, 99.9 FM

Class Time Schedule

Junior High School

- 1) 7:50 – 8:38
- 2) 8:42 – 9:29
- 3) 9:33 – 10:20
- 4) 10:24 – 11:11
- Lunch 11:11- 11:37
- 5) 11:41 – 12:28
- 6) 12:32 – 1:19
- 7) 1:23 – 2:10
- 8) 2:14 – 3:02

High School

- 1) 7:50 – 8:38
- 2) 8:42 – 9:29
- 3) 9:33 – 10:20
- 4) 10:24 – 11:11
- 5) 11:15 – 12:02
- E. Lunch:** 12:02 – 12:28
- 6A) 12:06 – 12:53
- L. Lunch:** 12:53 – 1:19
- 6B) 12:32-1:19
- 7) 1:23 – 2:10
- 8) 2:14 – 3:02

2012-13 Delayed Start Schedule

JR HIGH SCHOOL

- | | Period | |
|---|--------------|---------------------------|
| 1 | 9:50 – 10:24 | |
| 2 | 10:28-11:01 | |
| 3 | 11:05-11:38 | |
| | | LUNCH: 11:38-12:04 |
| 5 | 12:08-12:41 | |
| 6 | 12:45-1:19 | |
| 4 | 1:22-1:52 | |
| 7 | 1:56-2:26 | |
| 8 | 2:30-3:02 | |

SENIOR HIGH SCHOOL

- | | Period | |
|----|-------------|---------------------------------|
| 1 | 9:50-10:24 | |
| 2 | 10:28-11:01 | |
| 3 | 11:05-11:38 | |
| 5 | 11:42-12:15 | |
| 6B | 12:19-12:52 | |
| | | 12:15-12:41(Early Lunch) |
| 6A | 12:45-1:19 | |
| | | 12:52-1:18 (Late Lunch) |
| 4 | 1:22- 1:52 | |
| 7 | 1:56-2:26 | |
| 8 | 2:30-3:02 | |

Assembly Schedule 2012-13

<u>Jr High School Schedule</u>	<u>High School Schedule</u>
1 st hour 7:50 – 8:33	1 st hour 7:50 – 8:33
2 nd hour 8:37 – 9:20	2 nd hour 8:37 – 9:20
3 rd hour 9:24 – 10:07	3 rd hour 9:24 – 10:07
4 th Hour 10:11 – 10:54	4 th Hour 10:11 – 10:54
Jr High Lunch 10:54 – 11:20	5 th hour 10:58 – 11:41
5 th hour 11:24 – 12:07	Early Lunch 11:41 – 12:07
6 th hour 12:11- 12:54	6A 11:45 – 12:28
7 th hour 12:58 – 1:41	Late Lunch 12:28 – 12:54
8 th hour 1:45 – 2:28	6B 12:11 – 12:54
	7 th hour 12:58 – 1:41
	8 th hour 1:45 – 2:28

Students will be dismissed to the assembly from 8th hour by announcement – Teachers please bring your students to the gym and sit with your class.

END OF 1ST SEMESTER EXAM SCHEDULE
2012 – 2013

TUESDAY, JANUARY 22, 2013

Review Day

WEDNESDAY, JANUARY 23, 2013

Period 1 exam	7:50 – 9:17
Break	9:17 – 9:27
Period 2 exam	9:27 – 10:55
Jr. High lunch	10:55 – 11:25
HS Per. 6 study time	10:59 – 11:25
Jr. High Per. 6 study time	11:29 – 11:56
HS lunch	11:25 – 11:56
Period 3 exam	12:00 – 1:26
Break	1:26 – 1:36
Period 4 exam	1:36 – 3:02

THURSDAY, JANUARY 24, 2013

Period 5 exam	7:50 – 9:17
Break	9:17 – 9:27
Period 6 exam	9:27 – 10:55
Jr. High lunch	10:55 – 11:25
HS Per. 6 study time	10:59 – 11:25
Jr. High Per. 6 study time	11:29 – 11:56
HS lunch	11:25 – 11:56
Period 7 exam	12:00 – 1:26
Break	1:26 – 1:36
Period 8 exam	1:36 – 3:02

GENERAL EXAM RULES

1. A semester exam can count no less than 15% of the total semester grade nor any more than 25% of the semester grade.
2. Work Study will be suspended for the two test days. All students must adhere to the schedule.
3. Viking Hall will be a quiet study hall.
4. Ten minute break between exams.
5. No passes at all issued during test days.
6. Points will be deducted for tardiness to an exam. Tardiness will result in the reduction of the the exam grade by a plus or a minus.
7. During exam days our campus is closed. As usual, you will not be able to leave during the lunch periods.
8. All approvals to be absent must be turned in to the front office.
9. Students that are required to take exams must attend scheduled exam time. Any students not required to complete an exam are not required to attend, however, if the student chooses to be in the school building they must be in their scheduled class.

END OF THE YEAR SCHEDULE 2012-13

MONDAY, JUNE 10, 2013

Junior High Schedule

Period 1	7:50 – 8:30
Period 2	8:34 – 9:14
Period 3	9:18 – 9:58
Period 4	10:02 – 10:42
Jr High Lunch	10:42 – 11:08
Period 5	11:12 – 11:52
Exam Period 1	11:56 – 1:24
Break	1:24 – 1:34
Exam Period 2	1:34 – 3:02

High School Schedule

Period 1	7:50 – 8:30
Period 2	8:34 – 9:14
Period 3	9:18 – 9:58
Period 4	10:02 – 10:42
Period 5	10:46 – 11:26
High School Lunch	11:26 – 11:52
Exam Period 1	11:56 – 1:24
Break	1:24 – 1:34
Exam Period 2	1:34 – 3:02

TUESDAY, JUNE 11, 2013

Period 3 exam	7:50 – 9:17
Break	9:17 – 9:27
Period 4 exam	9:27 – 10:55
Jr. High lunch	10:55 – 11:31
HS Per. 6 study time	10:59 – 11:31
Jr. High Per. 6 study time	11:31 – 11:56
HS lunch	11:31 – 11:56
Period 5 exam	12:00 – 1:26
Break	1:26 – 1:36
Period 6 exam	1:36 – 3:02

WEDNESDAY, JUNE 12, 2013

Exam Period 7	7:50 – 9:18
Break	9:18 – 9:28
Exam Period 8	9:28 – 10:56
Dismissal	10:56

OFFICE TELEPHONES

Office telephones are for business and emergency use only. Messages of an emergency nature will be immediately delivered to students and staff. All other messages **will be delivered at the first available opportunity.** A telephone is available in the office for students to use for school related reasons.

ATTENDANCE POLICY

Attendance Law/Truancy

Parents are expected to telephone the High School Attendance Secretary at 879-2994 Ext 5125 and excuse their child **prior** to 8:30 AM the morning of an absence. A message can be left on the answering machine at any time at 879-2994 Ext. 5125

According to Wisconsin State Statutes, a child shall not be excused from school more than ten (10) days per year. Students will be allowed five (5) excused days per semester. Any absence beyond 5 days must be accompanied by legal, written documentation to be considered excused. *A pre-planned absence does count toward your total of 5 days per semester. Once a student is beyond the 5 days an administrator can choose not to approve the days off and may not sign the pre-planned form. If the student still chooses to not attend school, these days will be considered unexcused and no work may be made up during this time. An absence of 1 period excused during the day, does count as 1 day toward the 5 day excused absences per semester.*

Failure to provide an excuse will result in an unexcused absence. Attendance records will not be changed for documentation received more than two (2) days (48 hours) after an unexcused absence.

It will be the school's responsibility to inform parents when their child has accumulated excused absences of five (5) days in any given semester.

The following exceptions will be considered excused absences with documentation after the five (5) day limit:

Death or serious illness in the immediate family.

Illness, hospitalization, or medical care—when certified by a qualified physician, dentist, etc.

Medical, optical, dental or legal appointments—the building principal may require verification of the appointment

Approved school activities

Emergencies or other situations approved by the building principal

Make up Work Policy

Students with excused absences from school are responsible to make up work missed, including exams.

Students are given two (2) school days to make up work for every day of absence. Students with unexcused absences will have the opportunity to make up tests and quizzes. They will not have the opportunity to make up missed assignments.

Absence and After-School Activities:

A student must not be marked absent from school 1st period on the day of a contest and on days of practice and remain in school until school is out; in order to practice or compete in the activity. The following are exceptions:

1. Absence due to a school function

2. Permission granted by the administration or coach, or an exemption (i.e. doctor's appointment, dentist appointment, etc.) The student will need documentation of arrival and departure time for appointment.

Student is expected to return to school after an appointment in a reasonable amount of time unless excused by a doctor. Abuse of time off for appointment may lead to administrative decision to record the absence as unexcused.

Pre-Planned Absences

The Parkview District encourages parents to avoid extended periods of absence for their student(s). ***Pre-planned absences are included in their excused absences for the school year.*** This is in our school district attendance policy. Any absence beyond 5 days must be accompanied by legal, written documentation to be considered excused. *An administrator may choose not to approve the pre-planned absence if the student is beyond the 5 days of excused absences per semester. This means that assignments to be done during the period gone, cannot be made up, arrangements for a test can be made. Pre-planned absences during final exams will not be approved and will be considered unexcused.* **If a planned absence is unavoidable the student should follow the steps below:**

Notify the High School Office about the specific dates and length of the absence.

Notify the teachers so a plan can be discussed concerning work that will be missed.

Administrative discretion will be used if circumstance renders advance notification impossible.

Student Arrival and Departure

Students arriving after 7:50 AM and leaving before 3:02 PM must “check in” at the JR or High School Office. Students leaving the building during the school day must obtain a pass which will be issued only with permission from a parent and the school. Without the pass the absence will be unexcused. An absence of 1 period excused/unexcused during the day does count as 1 day toward the 5 day excused absences per semester.

College/University Visitations: Once during a student’s senior year, one excused exempt absence (not counting against the 5 day limit) will be given provided a pre-planned absence form is secured, signed by the principal/counselor and student’s teachers. A maximum of two visitations may be made during the senior year, only one visitation during the junior year on a school day. Additional visitations may be granted at the principal’s discretion. Students must follow the pre-planned absence procedure.

Visitations must be documented in writing or by phone call from the college or university in order to not count toward the 5 day limit and to be excused. Students and parent are encouraged to visit post secondary schools during the weekends and/or on non school days such as vacations, in-service days, etc.

A great website for information on scholarships and other ways to make college more affordable is:

www.brokepiggy.com/resources-tools/how-to-go-to-college-for-free/

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

Positive behavior interventions and support (PBIS) is designed to create school environments that promote and support appropriate behavior of all students. These school environments have common behavioral expectations that are valued by the school community and can apply to all students. These expectations are directly and explicitly taught to all students to create an atmosphere in which students know what is expected of them at all times. Furthermore, in a PBIS framework, students are systematically and frequently acknowledged for their appropriate behavior. Undesired behavior, when it occurs, is responded to swiftly and consistently. A school environment is created that (a) teaches students skills to behave appropriately, (b) positively acknowledges students engaging in those behaviors, and (c) provides consistency and stability in interactions among students and staff members.

Parkview is at the beginning stages of PBIS implementation. We will continue to expand our implementations. Parents will be notified of any changes and additions via the school webpage. The behavioral matrix will be given to students the first day of school during grade level meetings. These behavioral expectations for all Parkview students in all school settings will be posted throughout the building.

Tardy procedures

Tardy to School

- If a student is tardy to school – they must stop in the office for an admit slip – teachers do not admit this student without an admit slip.
- If a student is tardy to school the following procedures will be followed:
 - Office will issue an admit slip and discipline if applicable.
 - A student is allowed 2 tardies to school per semester, after this all tardies will be considered unexcused and a 45 minute detention issued.
 - If a student is 10 minutes or more tardy to school this will count as an unexcused absence. The discipline rubric will be followed.

Tardy to Class

- If a student is 10 minutes or more tardy to class – the student will be marked absent for the period.
- Detentions will be written for being tardy to class.
- Repetitive tardies throughout the day/or a specific class establishing a pattern of behavior - will be considered insubordination. (Refer to page #8 for definition of insubordination)

STUDENT DISCIPLINE AND CONDUCT POLICY

A school cannot function effectively unless students, teachers, and administrators work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school rules, law or statute will not be acceptable. The individual has a responsibility to behave in a manner that will not interfere with the rights of others. Student behavior is governed by the school's obligations to parents, other students, the school, and the larger community. The school administration is directed by the district board of education to maintain a school environment free from distraction and disruption. At the same time, the school administration is delegated the power to make rules to govern student behavior from the board of education which receives its authority from state statutes.

*The discipline policy is in effect when students are on school property or neighboring schools, participating at school sponsored extra curricular activities, sporting events, field trips, or at a neighboring schools. **Please remember that you are representing PHS at all school functions home or away.**

All School District Code Violations will be addressed according to our Code of Conduct Rubric. This Code of Conduct Rubric is a guide to ensuring consistency when dealing with discipline issues and the Administrative Team may adjust or combine discipline consequences to best meet each particular incident's circumstance. Students subject to the discipline code may be prohibited from accessing co-curricular and extra-curricular activities due to the fact that these activities are a privilege. In the event of multiple infractions, the consequence for the more severe occurrence may be assigned. In the event of the first disciplinary infraction falling within a specific code, is very severe, the principal or designee may apply more significant consequences above the level within the rubric.

***When a student receives his/her 6th referral for the school year, all future referrals will be coded beginning at the minimum level of Repeated Refusal, in conjunction with actual discipline code violation. The higher level of consequence will be enforced, but the discipline referral will be written identifying both code violations. An Administrator may consider deviating from this process for improved behavior/elapsed time from last referral. Also contracts may be written with a specific student to come up with alternative plan to be followed.**

***An out of school suspension will require a parent/guardian meeting/contact with an administrator prior to student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If meeting does not occur student will remain in In School Suspension until a re-admit meeting occurs.**

Detention Procedures

Classroom detentions

- The student receives a 20 minute detention and serves with the classroom teacher – they are given two days to serve detention. The staff member that issued the detention must notify the parents. Teacher keeps original white copy and gives carbon copy to the student.
- If the detention is not served within those two days, the detention slip is turned into the office – an administrative detention will be assigned, office will contact home and the student will be placed in closed lunch until the detention is served. Administrative detention will be assigned to the Little Theatre (room 113). Administrative detentions will be on Tuesday and Wednesday.
- If the student does not serve Administrative detention – ISS will be assigned for failure to serve.
- Following administrative intervention, Repetitive detentions for the same offense may result in referral for Insubordination. Further non-compliance may result in referral for repeated refusal to obey rules.

Administrative detention

- An administrative detention is any detention issued by an administrator or issued by a teacher, to a student that is not in your classroom – example (hallway, cafeteria, assembly).
- These detentions will be served in the Little Theatre (room 113)
- All administrative detentions are to be turned into the office to schedule.
- These detentions will be 45 minutes in length.
 - During administrative detentions a student must be working and complying with staff directives or student will be removed from detention.
 - Same general rules apply for Administrative detentions as In School Suspension.
 - Consequences for noncompliance: detention will not count – following day In School Suspension will be assigned for failure to complete assigned detention.
- Repetitive detentions for the same offense may result in referral for Insubordination. Further non-compliance may result in referral for Repeated Refusal to Obey Rules.
- Unserved detentions will result in not being able to attend extra-curricular events.

Discipline Referral Process

- The student will be sent to the office when a disciplinary referral is sent.
- An administrator will determine what action is taken using the discipline rubric.
- The student will not be sent back to class that same class period.

Discipline Code Violations

100 Level Offenses – Discipline code definitions

101. Dress Code: Students must dress and be groomed in a manner that is compatible with the learning environment that neither creates a health or safety issue for the student, nor distracts or disrupts others in the learning environment.
102. Loitering: Being present in any school building at a time or in a manner not usual or permitted, included restricted times and locations.
103. Littering: Throwing or leaving waste, trash, debris or other litter on school property.
104. Trespassing: Being present on school premises without permission from school authority, or refusing to comply with the directive of a staff member to leave school premises.
105. Insubordination: Refusing to comply with a directive of any school personnel.
106. Unexcused Tardiness: Being late for school or class without an acceptable excuse.

107. Absenteeism/Truancy: Being absent from school, for a partial or full day, without an acceptable excuse (10 minutes or more)
108. Possession of Electronic device: Cell phone, ipod, mp3 player, CD player, etc: must be out of sight and not heard once school is in session. Teachers will determine how and when electronic devices can or will be utilized within the classroom. Staff members will address issue as appropriate using classroom interventions.
109. Endangering Health and Safety of any student or staff member on school property: Examples including but not limited to – throwing objects such as snowballs, use of a laser pointer, rocks, rough horse play, tripping, pushing etc.
110. Interfering with the Educational Process: Conduct which substantially interferes with the educational process.
111. Public Display of Affection: Hugging, kissing, intimate bodily contact – to be assessed at staff discretion.
112. Inappropriate Language: Obscene, vulgar, profane language (verbally or in writing), obscene gestures or conduct, not directed at anyone on school property.
113. Failure to Serve Detention: After two days of opportunity to serve detention student did not serve.
114. Possession or use of any tobacco product.
115. Theft: The act of taking or concealing the property of another person on purpose, without that person's permission.
(Less than 10\$ in value)
116. Failure to complete ISS: Student was removed from ISS for failure to comply with all In School Suspension expectations.

200 Level Serious Offenses – Discipline code definitions

201. Use of Profanity or obscene gestures: Using vulgar, profane or obscene language, either verbally or in writing, or making obscene gestures directed toward school staff or other students.
202. False alarms or reports: Providing false information when warning about a possible bomb, fire, or other acts that endangers the health or safety of others, or falsely reporting incidents or making false accusations or giving false information to or about school personnel, this includes any false 911 calls.
203. Possession of fireworks or other explosive devices.
204. The intentional act, either verbally, in writing, or by gesture, or threatening to harm the well being, health or safety of another student.
205. Possession of a look-alike handgun, or rifle, other than a BB gun or pellet gun.
206. Possession of objects that may be used as a weapon: the possession of an object that may be used as a weapon and the threat to use it as a weapon, attempt to use it as a weapon, the intent to use it as a weapon, or the actual use of the object as a weapon.
207. Possession of ammunition, mace, pepper spray, smoke bombs or other non-educationally related dangerous substances.
208. Threatening to harm staff or other adults: The intentional act, either verbally, in writing, or by gesture of threatening to harm the well being, health, or safety of a staff member or other adult volunteer involved in supervising a school sponsored activity.
209. Gang activity that disrupts school -including gang graffiti: Antisocial group conduct that involves threats, force or extortion of another student, staff member or visitor. Participation in non-violent gang, cult or other group activity that disrupts school – using gang symbols or writings, wearing gang colors, writing graffiti, flashing gang signs, proclaiming or encouraging gang affiliation, etc.)
210. Computer Internet Misconduct: (1)visiting chat rooms, chat groups, bulletin boards, or playing games without prior consent of a staff member; (2) playing music or other audible sounds without the sounds having specific educational purpose related to the assignment that has been given to the student; (3) viewing, exploring or printing of pornographic, obscene or otherwise inappropriate material.
211. Computer Hacking: Unauthorized entry or use of the computer system, including all hardware, software, and any of the system component parts.
212. Disrespect: Insult, call names, dishonor, or in any manner abuse, verbally or in writing, any staff or student within the district.
213. Forgery, Cheating, Plagiarism: 1) Writing the name of another person or altering the name, date, grade, pass or permit of another. 2) Attempting to obtain answers or data dishonestly. 3) To copy the ideas and writings of another and claim them as your own without mentioning the name of the individual who provided the writing or ideas that you copied.
214. Student Harassment: Engaging in any type of conduct that would substantially interfere with a student's school performance or create an intimidating, hostile or offensive school environment.
215. Racial Harassment: Engaging in any type of racially-oriented conduct that would substantially interfere with a student's school performance or create an intimidating, hostile or offensive school environment.
216. Sexual Harassment: Engaging in unwelcome physical contact, request or demands of sexual favors, verbal abuse,

or displaying of sexual, graphic or illicit materials that would unreasonably interfere with another's ability to learn or function in the school environment.

217. Bullying: Anyone intentionally, repeatedly and over a period of time inflicts or threatens to inflict physical or emotional injury or discomfort upon any person's body, feelings or possessions. This type of intimidation may be subtle, but will not be tolerated.
218. Sexual Assault: The intentional and nonconsensual inappropriate touching of another, either directly or through clothing, if done for the purpose of sexually degrading the touched person, or arousing or satisfying the person doing the touching.
219. Participating in Sexual Activity: The consensual act of sexual act - (i.e. petting or fondling either through clothing or direct contact, simulated act of sexual intercourse etc.
220. Possession/or Observing of Pornographic Material: Pornographic materials include writings and visual images of a sexual nature that have no bearing upon the learning that occurs as part of the school district curriculum.
221. Gambling: Playing any game of chance or skill for money or other items of value.
222. Disorderly Conduct: Engaging in violent, abusive, profane, spitting, boisterous, unreasonably loud otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance (examples such as physical confrontation but no punches thrown – pushing shoving, kicking, grabbing in anger in a violent nature causing a disturbance in public setting).
223. Repeated refusal to obey school rules: Four or more non-violent violations of the student code within the same school year.
224. Theft: The act of taking or concealing the property of another person on purpose, without that person's permission (\$10 dollars in value and above)
225. Possession of stolen property: Possessing or wearing items that belong to another person, organization or school system without the consent of the rightful owner.
226. Vandalism: The intentional destruction of, or tampering with, property belonging to others.
227. Inciting Violence: By words (taunting or baiting) or acts and deeds that give encouragement to others to fight, protest, demonstrate, or otherwise disrupt the school.
228. Physical attack on a student who does not defend himself/herself physically.
229. Fighting: Aggressive, hostile, physical bodily contact between two or more students.

300 Level Zero Tolerance

301. Intentionally setting a fire.
302. Setting off fireworks or other explosive devices.
303. Possession of a knife or other cutting instrument of three inches or more in length with a locking blade.
304. Bomb related: (1) making a bomb threat, or threatening to set off another form of an explosive device (other than fireworks); (2) possession of a bomb or explosive device (other than fireworks); (3) setting off of a bomb or explosive device (other than fireworks).
305. The intentional act of physically making aggressive contact (e.g., push, shove, punch, kick, bite, slap, or any other form or inappropriate physical aggressive contact) with a school district employee or visitor.
306. Two incidents of fighting or other acts of physical violence during the same school year.
307. Major Sexual Assault involving penetration or the use of a weapon, force, threat, or coercion.
308. Participation in sexual intercourse and/or other acts of sexual gratification.
309. Engaging in physically violent gang and/or cult or anti-social group behavior, directed against students, staff or others at school, or away from school, but while under the supervision of school authority.
310. Possession of any type of Firearm, BB gun, or pellet gun.
311. Possession of drug paraphernalia – any legitimate equipment, product, or material that is modified for making, using or concealing illegal drugs.
312. Possession of an imitation controlled substance or illegal drug.
313. Possession of a controlled substance (not prescribed for the possessing student), illegal drug, or being under the influence of the controlled substance (including alcohol).
314. Participating in a transaction involving controlled substances, illegal drugs or alcoholic beverages
315. Possession of a controlled substance, illegal drug with the intent to deliver to another.
316. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell alcohol, controlled substances, designer drugs or drug
317. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell a look a like or counterfeit drugs or prescription drugs
318. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell over the counter drugs.

Parkview Jr/Sr High Discipline Rubric

All School District Code Violations will be addressed according to our building rubric. This Code of Conduct Discipline Rubric is a guide to ensuring consistency when dealing with discipline issue and the Administrative Team may adjust or combine discipline consequences to best meet each particular incidents circumstance. Students subject to the discipline code may be prohibited from accessing co-curricular and extra-curricular activities due to the fact that these activities are a privilege. In the event of multiple infractions, the consequence for the more severe occurrence may be assigned.

***When a student receives his/her 6th referral for the school year, all future referrals will be coded at minimum level of Repeated Refusal, in conjunction with actual discipline code violation. The higher level of consequence will be enforced, but the discipline referral will be written identifying both code violations.**

***An out of school suspension will require a parent/guardian meeting with an administrator prior to the student being allowed back in the classroom. This meeting can occur anytime during the suspension period. If meeting does not occur the student will remain in In School Suspension until re-admit meeting occurs.**

Key for rubric: ISS – In School Suspension OSS – Out of School Suspension
100 Level Offenses

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 nd Offense Administrative Interventions	3rd Offense Administrative Interventions
101	Dress Code	Classroom Level intervention	Notify parent Ask student to change	Notify parent Ask student to change After School Detention – 1 day ISS	Notify parent Ask student to change 1-2 Days ISS/OSS *Further Violations will be written up as Insubordination
102	Loitering	Classroom Level Intervention	Conference with student – possible After School Detention	Notify Parent Detention after School	1-2 days ISS/OSS Conference with Parent/guardian
103	Littering	Classroom Level Intervention	Student assigned Clean up Duty	Notify Parent Detention after School	Notify Parent 1-2 days ISS/OSS
104	Trespassing	Classroom Level Intervention	Limit Building Access/meeting with parent/guardian Police Contact	1-2 days ISS/OSS Police Contact	2-3 days ISS/OSS Police Contact
105	Insubordination	Classroom Level Intervention	1 class period – 2 days ISS	1-2 days ISS/OSS	2-3 days OSS *Further incidents may be considered Code 223
106	Unexcused Tardiness *Refer to Truancy and Detention procedures	Teacher Assigned Detention – 20 minutes	Notify Parent/Guardian After School Detention	Notify Parent/Guardian After School Detention	Notify Parent/Guardian After School Detention
107	Absenteeism/Truancy	N/A	After School Detention – per period missed or ISS time Possible Referral to Police	After School Detention to ISS for period missed Possible Referral to Police	1-2 days ISS and Possible referral to Police
108	Possession of Electronic Device	Classroom Level Intervention	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination	May be coded as 110 and result in After School Detention *Failure to cooperate with staff will result in a referral for Insubordination
109	Endangering Health/or Safety	Classroom Level Intervention	1 class period -2 days ISS	.5-2 days ISS/OSS	2 days OSS May recommend expulsion
110	Interfering with the Educational Process	Classroom Level Intervention	1 class period – 2 days ISS	.5-2 days ISS/OSS	2 days ISS/OSS May recommend expulsion
111	Public Display of Affection	Classroom Level Intervention	After School Detention Notify Parent/Guardian	After School Detention - 1 Day ISS	1 – 2 days ISS *Further Incident may be considered insubordination
112	Inappropriate Language	Classroom Level Intervention	After School Detention Notify Parent/Guardian	After School Detention Detentions - 1 Day ISS	1 – 2 days ISS *Further Incident may be considered Code 201
113	Failure to Serve	Classroom Level	After School Detention	1 Day of ISS	1 Day ISS

	Detention	Intervention	Notify Parent/Guardian		Further Incidents may result in 1 day OSS and be considered Insubordination
114	Possession/Use of Tobacco products	N/A	1 day of ISS Notify Parent/Guardian Police contact	1-2 days of ISS/OSS Police contact	2-3 days ISS/OSS *Further Incidents may be considered #223 Repeated Refusal to obey rules Police Contact
115	Theft (less than \$10)	N/A	Restitution and After School Detention	Restitution 1-2 days ISS/OSS Police Contact	Restitution 1-3 days OSS Police Contact
116	Failure to complete ISS	N/A	3 Day OSS	3Day OSS	3- 5 Day OSS *will be considered repeated refusal to follow school rules

200 Level Very Serious Offense

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 nd Offense Administrative Interventions	3rd Offense Administrative Interventions
201	Profanity or Obscene Gestures	Classroom Level Intervention	1-3 Days ISS/OSS	1-5 Days OSS May Recommend Expulsion	1-5 Days OSS May Recommend Expulsion
202	False Alarm or Report	N/A	3-5 Days OSS Recommend for Expulsion Possible Police contact	3-5 Days OSS Recommend for Expulsion Possible Police Contact	5 Days OSS Recommend for Expulsion Possible Police Contact
203	Possession of Fireworks	N/A	Up to 5 days OSS Recommend for Expulsion Possible Police contact	Up to 5 days OSS Recommend for Expulsion Possible Police contact	Up to 5 days OSS Recommend for Expulsion Possible Police contact
204	Threatens to harm other students	Classroom Level Intervention	1-2 days ISS/OSS Possible referral to Police	2-3 days OSS Referral to Police May recommend for Expulsion	1-5 days OSS Referral to Police Recommend for Expulsion
205	Possession of a look- a-like handgun or rifle other than a BB or pellet gun.	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
206	Possession of objects that may be used as a weapon	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
207	Possession of ammunition, mace, pepper spray, etc...	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
208	Threatening to harm Staff	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
209	Gang activity that disrupts school – including graffiti	N/A	1-3 days OSS Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact	5 days OSS May Recommend for Expulsion Police Contact
210	Computer Internet Misconduct	N/A	1 day ISS Deny access for 1 week	1-2 days ISS/OSS Deny Access for a Month	Repeated or Severe 2 days OSS Deny access 9 weeks Possible referral to law enforcement

211	Computer Hacking	N/A	2-3 days OSS Police Contact	3-5 days OSS Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
212	Disrespect	Classroom Level Intervention	1-2 days ISS/OSS	2-3 days ISS/OSS	3-5 days ISS/OSS May Recommend for Expulsion
213	Forgery, Cheating, Plagiarism	Classroom Level Intervention	1-2 days ISS/OSS	2-3 days ISS/OSS	3-5 days ISS/OSS
214	Student Harassment	Classroom Level Intervention	1-2 days OSS	2-3 days OSS	3-5 days OSS May Recommend for Expulsion
Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2nd Offense Administrative Interventions	3rd Offense Administrative Interventions
215	Racial Harassment	N/A	1-2 days OSS	2-3 days OSS	3-5 days OSS May Recommend for Expulsion
216	Sexual Harassment	N/A	1-2 days OSS	2-3 days OSS May recommend for Expulsion Police Contact	5 days OSS May Recommend for Expulsion Police Contact
217	Bullying	N/A	1-2 days OSS	2-3 days OSS	5 days OSS May Recommend for Expulsion Police Contact
218	Sexual Assault	N/A	3-5 days OSS Police Contact May Recommend for Expulsion	5 days OSS Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
219	Participating in Sexual Activity	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
220	Possession of Pornographic Materials	N/A	1-2 days OSS	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
221	Gambling	N/A	1-2 days OSS	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
222	Disorderly Conduct	N/A	1-2 days OSS Police Contact	2-3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact
223	Repeated refusal to obey rules	N/A	2-3 days OSS	3-4 days OSS	3-5 days OSS May Recommend for Expulsion
224	Theft (\$10 or more)	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact
225	Possession of stolen property	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact
226	Vandalism	N/A	2-3 days OSS Restitution Police Contact	3-5 days OSS Restitution Police Contact	5 days OSS Restitution May Recommend for Expulsion Police Contact

227	Inciting Violence	N/A	1-2 days OSS Police Contact	2-3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact
228	Physical attack on a student who does not defend himself/herself	N/A	3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
229	Fighting	N/A	3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact

300 Level Zero Tolerance

Code	Violation	Classroom Level Interventions	Administrative Intervention 1 st Offense	Administrative Intervention 2 nd Offense	Administrative Intervention 3 rd Offense
301	Intentionally setting a fire	N/A	5 days OSS Recommend for Expulsion Police Contact		
302	Setting off fireworks or other explosives	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact	Recommend for Expulsion Police Contact	
303	Possession of knife or other cutting instrument	N/A	5 days OSS Recommend for Expulsion Police Contact		
304	Possession of bomb or explosive device or bomb threat or setting of an explosive device	N/A	5 days OSS Recommend for Expulsion Police Contact		
305	Intentional physical aggressive contact with an adult	N/A	5 days OSS Recommend for Expulsion Police Contact		
306	Two Incidents of fighting or other acts of physical violence during the same school year.	N/A	5 days OSS Recommend for Expulsion Police Contact		
307	Major Sexual Assault	N/A	5 days OSS Recommend for Expulsion Police Contact		
308	Participation in sexual intercourse and /or other acts of sexual gratification	N/A	5 days OSS Recommend for Expulsion Police Contact		
309	Physically Violent Gang Behavior	N/A	5 days OSS Recommend for Expulsion Police Contact		
310	Possession of any type of Firearm, BB gun, or pellet gun	N/A	5 days OSS Recommend for Expulsion Police Contact		
311	Possession, of any Drug Paraphernalia	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact AODA Assessment	Recommend for Expulsion Police Contact	
312	Possession of imitation controlled substances or illegal drugs	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact	Recommend for Expulsion Police Contact	
313	Possession of controlled substances, illegal drug	N/A	5 days OSS/pre-expulsion agreement	Recommend for Expulsion	

	or alcoholic beverage or under the influence		May Recommend for Expulsion Police Contact AODA Assessment	Police Contact	
314	Participating in a transaction involving controlled substances, illegal drugs or alcoholic beverages	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
315	Possession of a controlled substance, illegal drug with the intent to deliver to another	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 nd Offense Administrative Interventions	3rd Offense Administrative Interventions
316	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell alcohol, controlled substances, or drugs	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
317	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell a look a like or counterfeit drugs or prescription drugs	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
318	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell over the counter drugs.	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		

Out of School Suspension Appeal procedures

- Parent/guardian can contact the suspending administrator and discuss concern.
- If issue is not resolved, parent can contact the District Administrator and express concern within 24 hours of discipline.
- Further concerns regarding the concern can be brought to the school board in writing.
- During the appeal process the student will remain suspended; if discipline is dismissed or adjusted, discipline and attendance records will be adjusted accordingly to reflect decision.

STUDENT EXPULSION: PARKVIEW SCHOOL BOARD POLICY 446.3

1. The discipline rubric will be applied and followed consistently for all students. Parents, students and staff have been provided with the discipline rubric and definitions, providing clear guidelines for all to follow. A student will be referred for a hearing when the rubric and the procedures outlined within this document dictate this action.
2. Before expelling a student, the School Board shall hold a hearing on the matter of which the parents and student will be given an opportunity to be heard. Both the student and the parent may be represented by legal counsel, if they desire. The School Board shall act as a hearing body. Failure on the part of the parents or guardian to attend such a hearing, however, will not prevent the School Board from expelling a student.
3. The School Board may expel a pupil from school whenever it finds him/her guilty of persistent refusal or neglect to obey the rules and is satisfied that the interest of the school demands his/her expulsion. Upon the ordering by the School Board of the expulsion of a pupil the school district clerk shall file a notice of such order with the parent or guardian of the pupil. Parent or guardian of an expelled pupil may appeal the expulsion to the State Superintendent. An appeal from the decision of the State Superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

STUDENT SEARCHES

The Parkview School District recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. Searches of a student's person or personal effects will be undertaken when school authorities suspect that one or more students have in their possession something that could threaten or endanger themselves or others, or a substance prohibited on school premises. The search will be conducted by a school administrator and at least one other person. Searches by dogs trained to detect the presence of illegal or other inappropriate substances, may be conducted by law enforcement officials on school grounds at any time and without prior notice. School officials have the right to search vehicles parked on school property.

BULLYING

The Parkview School District is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying or harassment of any kind. **For a copy of either the Parkview School Board Harassment or Bullying policies, please see your building principal.**

Bullying is defined as aggressive, intentional, or deliberately hostile behavior directed towards a student or students. Bullying consists of deliberately hurtful behavior, which occurs repeatedly over a period of time. Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive or hurtful, or physical aggression.

Once bullying has been reported, the principal and/or designee will contact, by phone or in person, the victim's parent the same day the incident was reported. The principal or designee will promptly and thoroughly investigate the alleged incident. The investigation will be completed within three (3) school days after the report or complaint is made. Where it is determined that inappropriate conduct has occurred, the principal will act promptly to: correct the problem behavior; prevent another occurrence of the behavior; and protect the target (victim) of the act. At the conclusion of the investigation, the principal will report back to the parents of the students involved.

*Refer to attached policy.

THE SCHOOL BUS

In order to ensure your child a safe and secure ride on the bus, the following rules have been adopted by the Board of Education:

The Bus Rider Shall:

Be on time at the designated pick-up point and wait before approaching the bus or crossing a highway until the bus driver has signaled the road is safe to cross.

Move to the assigned seat without disturbing others and remain seated at all times.

Refrain from extending any part of the body, books, or other objects from a bus window or door.

Respect the bus, the driver, other riders and their property.

Remain quiet at all railroad crossings.

Emergency exit door is only to be used during emergency situations.

Keep the bus clean and orderly at all times. Consumption of food and/or beverages on the bus, without driver permission, is prohibited.

Keep the bus aisles clear and unblocked.

The driver has the authority to:

Forbid students from bringing items onto the bus that pose a safety threat. Items that, if or when the bus is forced to stop suddenly, may endanger others by becoming a projectile present a liability issue. Examples of such items would include a baseball bat, skateboard, and some kind of class projects. **A guideline for this would be if the item can be safely secured within a fully closed/zipped backpack then, in most cases, it can be brought onto the bus.**

Assign students to seats on the bus.

Expect the students to obey the rules and regulations as stated above and in the student handbook.

The privilege of riding the school bus may be suspended or withdrawn if a student chooses to disregard the above stated rules. The parent will then be responsible for providing transportation.

In the event the bus garage needs to be contacted, please call 879-9424.

CONSEQUENCES FOR BUS MISBEHAVIOR

Incident 1: Driver concern sheet will be completed and parent/guardian will be notified.

Incident 2: Driver Concern sheet will be completed and parent/guardian will be notified.

PRINCIPAL WILL:

- meet with the student
- implement discipline rubric
- send copy of report to the parents

Incident 3: Driver Concern sheet will be completed and parent/guardian will be notified.

PRINCIPAL WILL:

- meet with the student
- implement discipline rubric
- assess a 1 day to 3 week suspension from riding the bus
- contact parents

Incident 4: Driver Concern sheet will be completed and parent/guardian will be notified -meet with the student

- implement discipline rubric
- assess a 3 week to entire semester suspension from riding the bus
- contact the parents

***** DEPENDING ON THE SEVERITY OF THE BEHAVIOR, THESE STEPS MAY NOT ALWAYS BE FOLLOWED IN ORDER.**

LOCKERS AND OTHER SCHOOL PROPERTY

Lockers, desks, book and equipment are loaned to students and remain school district property while in the possession of the student. School property may be opened and inspected by school authorities at any time. Each student is assigned a locker for the storage of books and equipment. It is the students responsibility to see that their locker is kept locked and in good order. All lockers including the hall, P.E., sports team lockers ARE to have school locks on them. If not the case, other locks will be cut off. **LOCKERS ARE SUBJECT TO SEARCH AT ANY TIME BY SCHOOL AUTHORITIES.** Illegal items will be turned over to the police. Students should not share lockers. At the end of each year, students are responsible for the cleanout of the P.E. /sports, and hall locker. Students must remove all possessions as well as clean writing, remove stickers, magnets, temporary locker shelves from the interior of the locker.

(Note: per state statute K-9 units may enter school for presentations and/or searches. Wisconsin Statute 943.01,943.20,968.11 & 958.13)

ELECTRONIC DEVICES

If the student is disrupting class, study hall, hallway, etc. with his/her electronic device school the staff member will address issue as appropriate using classroom interventions. Failure to cooperate with staff will result in discipline rubric being applied. Students are not to have pagers or lasers in class. Teachers will determine how and when electronic devices can or will be utilized within the classroom. Students may only use electronic devices in the hallway before and after school.

The use of cell phones and other devices with photographic, video, and digital and imaging capabilities is strictly prohibited in locations where there is an expectation of privacy such as school locker rooms and bathrooms. Additionally, the use of cell phones and other devices with photographic, video, and digital imaging capabilities on school property without the express consent of the person being photographed is prohibited. The expectations extend to the publishing, release, and/or circulation of these images.

DRESS CODE POLICY

Student Dress Guidelines:

Clothing must be decent and not overly revealing. Clothing must cover private areas. No undergarments should be showing at anytime. Examples of clothing that would violate the dress policy would include but not limited to low cut shirts, strapless shirts, short skirts and shorts, spaghetti strap tops, shirts with enlarged armholes, excessively tight clothing. Shirts must have two armholes, and no off the shoulder shirts can be worn. Shorts must have a 4 inch inseam/when worn shorts should reach near finger tips “at rest”.

Pants, sweatpants and shorts must be worn at the waist.

Clothing must reflect our school as a place that strives to be alcohol, drug and harassment free. Therefore, clothing cannot advertise or promote alcohol, drugs, tobacco, bars, etc. Clothing cannot contain obscenities, or make reference to sexual activity, in either an overt or double-meaning message.

Clothing and accessory items must be safe. Therefore, chains over six inches of length, spiked items, and gang related items are prohibited.

Teacher-student eye contact is a fundamental part of education. Therefore, head coverings are not allowed during the school day, nor are sunglasses or any type of contact lenses that hide a student's eyes. Hoods may not cover the head.

Coats are not to be worn in class. All backpacks and purses must be kept in your locker. **(For dress code violations - refer to discipline rubric) (page #11)**

PASSES

All students in the halls while classes are in session **MUST** have a pass. If students do not have their handbook/hallway passport with them they forfeit their pass opportunity. Students who misuse the pass privilege will be put on the “No pass list.”

1st offense: 4 weeks

2nd offense: 9 weeks

3 Step Removal from class

Step 1 – Office Intervention, teacher/student/parent meeting - contract development

Step 2 – Office Intervention, teacher/student parent meeting – revisit contract/revise if necessary.

Step 3 – Student is recommended for alternative placement for that class period and no credit is given for the class for the semester.

*All final decisions regarding the step process will be at the discretion of the Principal

CLOSED CAMPUS

Students are to remain on school grounds during the school day with exception of those students who have administrative permission. Leaving campus without permission will result in detentions, in-school suspension and/or a truancy citation. Park property is under school supervision during the school day.

- Students can leave at lunchtime only if a parent picks them up at school
- Students may leave during lunch for doctor appointments, etc. with administrator's approval

AGE OF MAJORITY

Even though a student is 18 years old the student must follow all rules at Parkview. Upon request, students who are 18 years of age or older, will be given a release form to be signed by a parent/guardian to allow the adult student to be responsible for their educational decisions at Parkview.

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CAFETERIA

Students are to eat in the cafeteria only unless they have been given a one-time pass from a teacher to complete work in the teacher's room. Milk will be sold in the cafeteria for students who bring sack lunches. Milk is sold by the individual half pint. If there are price changes adopted by the School Board, the changes will be announced through the monthly newsletter or through local newspapers. **If a student is caught not paying for food items the student will be charged with theft and discipline code will be followed.**

- **Non compliant behavior will result in lunch room clean up or closed lunch.**
- **Further non compliance in the lunch room will be considered insubordination; discipline rubric will be followed.**

Bringing Food into the School

Parkview's contract with the Department of Public Instruction for Child Nutrition Programs provides that we have to control the sale of any competitive foods in the food service area during lunch periods. The DPI has advised the Parkview School District that the meals brought into the school for more than one individual are considered the sale of competitive foods and are prohibited by Parkview's contract.

The supervisor for Public Instruction School Nutrition Programs has advised the district that meals brought in from outside sources could pose a health liability to the school district. Students bringing food into the school for themselves assume the liability for that food but if they bring food for others the school assumes that liability. **Students may only bring food for themselves. Parents may bring food for family members only.**

Food Service Automated System

Money deposited into accounts may be made by personal check (made payable to Parkview School District) or by cash. Deposits can be made online on the district website by credit card. No charge cards or debit cards will be accepted at this time at the school. Accounts will be balanced and updated by 10:00 a.m. each day. Money deposited after 10:00 a.m. may not get credited until the next day. Students will no longer be purchasing tickets for lunch. They will receive a pin number during registration and will be using this number to access funds when they come through the lunch line. There will be no charging for meals or ala carte items at Parkview Jr/Sr High School. You may check your family's account on-line using your family's pin number. If you do not have internet access, please contact a building secretary or the food service department at Parkview.

Jr High Office – 879-2783.

Sr High Office – 879-2994 Ext. 5111.

Food Service – 879-2994 Ext. 6123.

GUESTS

Parents and guardians are welcome at anytime. Please sign in at the main office so we can assist you. We have a "**no guest policy**" at Parkview. Exceptions to this rule are subject to approval by a principal well in advance of the proposed visitation. Because we do not have day care facilities young children should not be brought to school.

SCHOOL DANCES

School dances are for Parkview students only. Students wishing to bring a guest must have administrative approval by noon the day of the dance with the appropriate guest form submitted to the office. The student date at the dance can be no older than 19; also if the student did not attend Parkview or is currently not attending another school, they will be required to have a background check completed before being cleared to attend the event. High school students cannot attend junior high dances, and junior high students cannot attend high school dances.

LOST & FOUND

Students who find items should turn them into the office. Students who have lost items should check with the office. If items are believed to be stolen a report should be filed with a principal.

POSTERS

Students must submit items to be posted in school to the principal for approval. Posters are not to be attached to wood surfaces.

AUTO USE POLICY

The student parking lot is the only approved area for student vehicles. Students are not allowed to be in the parking lots during school hours, including lunch times, without permission from the administration. Students who leave without proper authorization or have discipline issues related to their vehicle may have parking privileges suspended. School officials have the right to search vehicles parked on school property.

ACADEMIC INFORMATION

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS

<u>Credits</u>	<u>Subject</u>
4	English
2	Science
3	Social Studies
1 ½	Physical Education
3	Mathematics
½	Health
10 ½	<u>Electives</u>
24 ½	Total

Four full years of attendance are required.

A senior must complete all graduation requirements and meet the attendance requirement, which includes making up all time owed, in order to participate in the graduation ceremony.

Students are required to take a minimum of six academic courses each semester, not counting Physical Education, alternate day classes or Cooperative Education Program. Classes meeting every day for two semesters are worth one credit.

LEARNING LAB/CREDIT RECOVERY

This learning lab will have multiple uses during the school day at Parkview. Students who have failed a course from the previous year and did not make up the credit during summer school will be placed in learning lab for credit recovery. Students may be taking a course not offered at Parkview online or taking a course that because of schedule conflicts is taking the course in the learning lab. This lab will be staffed with various teachers throughout the day. These classes will be small with more individual assistance available if necessary.

HIGH SCHOOL EQUIVALENCY DIPLOMA (HSED) GED 2

The school is now offering preparatory classes for the GED test for students who are at least 17 years of age and one year behind their 9th grade class in credits. Formal meetings will be held to determine the appropriate educational program for the student prior to entering into a contract. The student must volunteer for the program and must meet at least 15 hours of specific course work per week to prepare for the final GED test which is taken at Blackhawk Tech at the student expense.

JUNIOR HIGH GRADE LEVEL ADVANCEMENT

All junior high students will pass both semesters of math, social studies, science, and English/language arts in order to be promoted to the next grade. If a student fails a semester a student must take the semester/year of the failed course over in credit recovery during summer school and successfully complete the required work prior to beginning of the following school year.

HIGH SCHOOL GRADE LEVEL ADVANCEMENT POLICY 345.31

To encourage students to make normal progress toward graduation, credit requirements have been established for grade level placement. Credits earned will determine the grade classification for each student. Guidelines for minimal progress toward graduation are as follows:

Semester	Credits Earned
1	2.5
2	5.0
3	8.0
4	11.0
5	14.0
6	17.0

Therefore, a student must have earned 5.0 credits to become a sophomore. Students who fail to meet the credit requirements for grade advancement will remain in the same grade level the following school year. In some cases credit deficiencies may be made up in summer school. At the end of first semester of each school year, parents/guardian(s) will be notified if a student is in danger of not advancing to the next grade level. At the end of second semester of each school year, parent/guardian(s) will be notified if a student is not meeting grade level requirements. Final determination of grade level placement will be made in August after summer school and prior to the opening of school.

Students may not change grade levels during the school year. Students who fail to advance to the next grade level will be affected in terms of:

Homeroom assignment, Locker assignment, Yearbook photo, Class offices, Student Council, Homecoming, Prom participation, class standing, Junior/Senior trip.

A student who does not advance in grade level and who feels there are extenuating circumstances (long term illness, disability, family catastrophe, etc.) may request an exception to this policy. Exception requests will be decided by the principal. If parent/guardian(s) reject the decision of the principal, on the grade level placement, they may appeal this decision to the district administrator.

YOUTH OPTIONS

Eligible juniors and seniors may participate in the Wisconsin Youth Options program. This program allows students to enroll in courses at colleges and or technical schools at school district expense. The courses must be different from those offered at the high school. Students must register with the guidance counselor in the fall for spring courses and in the spring for fall courses.

2012 – 2013 ACT Test Dates

Test Date	Registration Ends	Late Registration Ends
September 8, 2012	August 17, 2012	August 24, 2012
October 27, 2012	September 21, 2012	October 5, 2012
December 8, 2012	November 2, 2012	November 16, 2012
February 9, 2013 (Not in NY)	January 11, 2013	January 18, 2013
April 13, 2013	March 8, 2013	March 22, 2013
June 8, 2013	May 3, 2013	March 22, 2013

ACT Prep classes at Parkview

ACT Prep classes will be offered in the fall and spring. Exact times and instructors will be announced at a later date.

2012 - 2013 SAT Test Dates

Test Date	Tests Offered	Regular Registration Closes	Late Registration Closes
October 6, 2012	SAT & Subject Tests	September 7, 2012	September 21, 2012
November 3, 2012	SAT & Subject Tests	October 4, 2012	October 19, 2012
December 1, 2012	SAT & Subject Tests	November 1, 2012	November 16, 2012
January 26, 2013	SAT & Subject Tests	December 28, 2012	January 11, 2013
March 9, 2013	SAT only	February 8, 2013	February 22, 2013
May 4, 2013	SAT & Subject Tests	April 5, 2013	April 19, 2013
June 1, 2013	SAT & Subject Tests	May 2, 2013	May 17, 2013

Wisconsin Knowledge and Concepts Examination (WKCE)

The testing window this year for the WKCE is from October 22nd – November 23rd. In the Jr/Sr High School the 7th, 8th and 10th graders are tested. Testing schedules have not yet been set for this school year. This is one tool to measure how your student is progressing academically. When the date is set, information regarding the testing format will be sent out to parents.

National Assessment of Educational Progress (NAEP) -

The testing window this year for the NAEP (new this year) will be from January 28 to March 8, 2013. The NAEP will assess mathematics and reading for grade 8 only.

HONOR ROLLS

Highest Honors	4.0
High Honors	3.5 – 3.999
Honorable Mention	3.0 – 3.499

GRADING SCALE

A = 95 – 100%	4.0	A- = 92 – 94%	3.67		
B+ = 89 – 91%	3.33	B = 86 – 88%	3.0	B- = 83 – 85%	2.67
C+ = 80 – 82	2.33	C = 77 – 79%	2.0	C- = 74 – 76%	1.67
D+ = 71 – 73%	1.33	D = 68 – 70%	1.0	D- = 65 – 67%	.67
F = 0 – 64%	0				

GPA CALCULATIONS

The Grade Point Average GPA for all students 9-12 is calculated by the number of credits taken per semester and the grades received for these courses. The final GPA is affected by the number of courses you have taken – (example – two students have the exact same grades but because one student has taken more courses his/her grade point will be higher). If you have any questions ask your guidance counselor.

8th GRADE PROMOTION CEREMONY - FRIDAY JUNE 7th @ 6:00 PM in the HIGH SCHOOL GYM

AWARDS ASSEMBLY DATE – THURSDAY, JUNE 6 @ 2:30 FOR GRADES 9-11

This assembly is to recognize academics and leadership. You will be sent a letter prior to the assembly inviting your family to attend.

SENIOR AWARDS NIGHT DATE – THURSDAY, JUNE 6 @ 7:00 PM

Senior awards night recognizes academics, athletics and scholarship awards. You will be sent a letter prior to the awards night inviting your family to attend.

SENIOR LAST DAY – THURSDAY, JUNE 6TH

SENIOR BREAKFAST – FRIDAY JUNE 7 @ 8:30 AM

Breakfast will be served @ 8:30 in the cafeteria followed by a mandatory graduation practice.

HIGH SCHOOL GRADUATION DATE - SUNDAY JUNE 9 @ 1:00 PM

The ceremony will be held outside at Hilgendorf stadium weather permitting.

GRADUATION CEREMONY GUIDELINES

Students must have all fees paid prior to the graduation practice in order to be included in the commencement. Participation in the graduation ceremony is a privilege not a right; administration may revoke this privilege for disciplinary reasons. Parent/guardian will be notified prior to the graduation ceremony.

VALEDICTORIAN DETERMINATION

1. Student with top GPA is valedictorian with GPA calculated out to the thousandth decimal point.
2. If a tie occurs, there will be no salutatorian and the tie will be broken by the highest ACT score.
3. For further information, refer to board policy.

9-12 (2nd Semester) Exam Exemption Plan for 2012-13

Grade 9: All Freshmen are required to take all exams.

Grade 10: Sophomores can be exempt from the four WKCE subjects if the following criteria are met:

1. Earn a proficient or advanced in the four subject areas of Math, Science, Social Studies and English.
Note: To be exempt from English a student must be proficient or advanced in both Reading and English.
2. Have a passing grade in the potentially exempt class.

Students will not be allowed to substitute classes from the four identified above. If a student does not have a Social Studies class they simply would lose the exemption.

Grade 11: Juniors can be exempt from up to three exams if the following criteria are met:

1. Students must have at least a C grade for both quarters (3rd and 4th) and have all assignments turned in on time. Note: Teachers can set criteria for this. For example a teacher could give students one late assignment per quarter if they clearly stated it at the start of the class second semester.
2. Students must not violate the 5 day absence policy – per semester – identifying student as a habitual truant. An absence of 1 period excused during the day, does count as 1 day toward the 5 day excused absences per semester.
3. Students must not have an unexcused absence or an in-school or out of school suspension (for the entire school year).
4. Students must put forth a positive effort in the class and show improvement throughout the semester.
5. Students must take at least three exams.
Students that fail to take the required three exams will earn the following consequences:
 - a. Receive a zero on all exams that they did not take.
 - b. Will be required to take all exams during their senior year.

Grade 12: Seniors will be exempt from all classes they are earning an A- or above if they meet the criteria #2 and #4 under the Grade 11 criteria. If a senior is earning a B+ to a C, they can earn exemptions by following the criteria set down for the juniors stated above in number 1-5.

- All teachers in grades 10-12 can require their students to take their exam if they state it at the start of the second semester.
- All teacher decisions to exempt or not exempt a student from an exam are final.
- Absences related to school activities are excused but are not included in the excused absence total.
- A student may elect to take semester exams.
- If a “skip day” is taken by the senior class the exam exemption opportunities would be revoked for all seniors.

ACADEMIC AWARDS

Students achieving a 3.8 GPA or higher over the first three grading periods each year receive an academic patch and pin. Students achieving a 3.5 GPA or higher during the first seven semesters will receive an honor cord for graduation.

PARKVIEW JR/SR HIGH SCHOOL STUDY HALL EXPECTATIONS

Students will be expected to:

- Bring appropriate materials to study hall including : study/reading materials and homework,
- Prior to class bring a pass from a teacher in order to sign out.
- Be engaged in Silent Sustained Reading if they are finished with their assignments.
- Follow teacher directives regarding use of study hall time.
- Keep electronic devices out of sight and put away, unless given permission from study hall instructor.
- Maintain an environment conducive for learning.

HONOR STUDY HALL

1. Students may be removed from honors study hall for any type of attendance issue (including tardies) or behavioral concern related to disruptive classroom behavior, detentions, disciplinary referrals, or not following the Honor study hall rules.
2. Honor Study Hall students using the LMC must report to the LMC until the period ends.
3. Talking must be very low and quiet.
4. Card playing will be allowed but no gambling of any kind.
5. Students should have work or reading materials with them.
6. Students leaving the Honor Study Hall area must sign in/out in the front office. You must carry the Honor Study Hall pass with you when checking in/out of front office. Once you leave the front office you must have a pass.
7. Students must be seated and keep the area clean.
8. Students can use juice machines without asking permission.
9. This area is for Honor Study Hall students only, please remind your friends not to stop and visit. This may jeopardize you remaining in Honor Study Hall.
10. To be eligible for honor study hall a student must have earned a 3.6 the previous grading period.
11. An incoming freshman must achieve a 3.6 grade point 1st semester in order to be eligible for honor study hall.

Removal from Honor Study Hall

1. Any disciplinary issue will be an automatic removal and length will vary depending on the severity of the offense.
2. A student receiving a “D” on a progress report – 3 week removal
3. A student receiving an “F” on a progress report – 9 week removal
4. Attendance/tardy issues will be cause for removal
5. If you are out of the honor study hall area without a pass/signed out – you will be removed from honor study hall for a week, repeated offense will result in the remainder of the quarter.

Re-entry

1. A student will meet with the Principal for a re-entry meeting.
2. A student has one opportunity for reentry, after this meeting a student may not reapply if they are removed from Honor Study Hall.

Teacher Aide Program

Students can earn $\frac{1}{4}$ credit assisting a teacher for one period each day. To gain credit the student must be actively assisting the teacher for the majority of the class period. To be eligible for the teacher aide program a student must have earned and maintained a 3.0 GPA. All students must be approved by the teacher, guidance counselor and building principal. Students who are not complying with contract will be removed.

HOMEWORK PICK-UP GUIDELINES

Parents can pick up homework for students who are absent at the end of the day, provided the parent informs the school office by 10:00 AM that day.

Academic Intervention Parkview Junior/Senior High School

I. Purpose:

Academic Intervention is a modified study hall in which students will be given structured one-on-one support. Academic Intervention is designed to identify student needs and target interventions based on those needs. On-going assessment and grade checks will occur to verify academic progress with the goal of transitioning to independent academic success.

II. Criteria:

Students in need of Academic Intervention are identified by having three D's or F's per quarter and/or has been placed by Student Services. Students are placed back into study hall when they have a grade of C or better in all classes and through recommendation by their Academic Intervention instructor.

III. Student Expectations:

- Completion of Academic Intervention goal sheet.
- Follow teacher directives regarding use of Academic Intervention time.
- Bring necessary materials including assignment notebook.
- Use computers for academic purposes (no music or games).
- Remain in Academic Intervention for the duration of the period (no signing-out)
- Provide necessary proof for assignment/project completion.
- Be engaged in Silent Sustained Reading if they are finished with their assignments.

HOMEWORK POLICY

Homework Policy

Parkview Jr/Sr High School Homework Policy

Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents

I. Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Parkview Jr/Sr High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

II. Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are also encouraged to pursue non-assigned, independent, leisure reading.

III. Late Work Policies

All work that is assigned is due at the beginning of the class period unless otherwise stated by the instructor. Work that is not submitted at this time will be considered late and will be accepted for up to one week beyond the original due date for **up to 75% credit**. Student work that is **more than one week late**, will be accepted until the next progress report/or report card for **up to 65% credit**. After this time the assignment will be recorded as a zero. Teachers will abide by Individual Educational Plan's, RtI, or 504 accommodations that may be different than the district's homework policy.

Students who miss homework because of an excused absence will receive the opportunity to make up missed work. Students are given two calendar days for each excused absence. It is the students' responsibility to get work missed due to illness or absence.

IV. Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the ordinary amount of time students spend working on homework. Students not completing major projects may develop a completion plan with their classroom teacher, receive additional assistance through academic intervention, and/or may be referred to student services for additional assistance.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give timely feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down assignments in the "Parkview Student Agenda"
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

FIELD TRIPS

All students who intend to participate in school sponsored announced field trips arranged by classes or clubs, whether walking or transported in a vehicle, should have the appropriate field trip permission form signed by their parent or guardian filed with the teacher before leaving on the field trip. All students on field trips are responsible to the teacher and approved chaperones for the field trip. Students are responsible for work missed due to a field trip. (Discipline policy is in effect when students are on school sponsored activities). **Students are**

not allowed to drive without prior approval from a principal.

Note: Students may be denied the privilege of participating in a field trip if they meet two out of three of the following criteria in one or more classes:

1. Excessive absences
2. Missing assignments
3. Current grade is an F
4. In or Out of School Suspension or chronic discipline issues

PARENT CONFERENCES

Parents are encouraged to make appointments with a teacher, counselor, the principal, or other staff members to discuss any matter relevant to a student's successful experience. Such appointments may be arranged by telephoning the secretary in the high school office. Appointments with guidance counselors may be arranged by calling the high school at 879-2994.

EXTRA HELP

All teachers are available to students for extra help. This will be available during the regular school day when teachers do not have specific class responsibility, and after school between 3:02-3:35 PM. Teachers can require students to stay after school to re-mediate. Assistance of this type is often the difference between a passing or failing grade.

STUDENT SERVICES

GUIDANCE & COUNSELING SERVICES

Mrs. Karen Strandt-Conroy – Student Services Director – district wide – (879-2994 Ext. 5115 or Ext. 2120)

Ms. Susan Morhardt – Grades 7, 8, and 9 (879-2994, Ext. 5120)

Mr. Joel Deremo - Grades 10, 11, and 12 (879-2994, Ext. 5124)

Guidance Secretary - Ms. Gayle Holcomb 879-2783 (879-2994, Ext. 5119)

FAMILY ACCESS

We encourage parents to complete the Family Access Form. This will allow parents access to their child's grades, attendance, fees, and discipline reports on-line. Contact Mrs. Buehl, 608-879-2994 ext. 5127 at the Parkview LMC to request a form.

MID-GRADE AND PROGRESS REPORTS

Mid-term progress reports will be available online or upon request mailed home to all students each quarter. Daily or weekly progress reports are available upon parental request. Parents can contact the school guidance office concerning the progress of their children.

Parents are strongly encouraged to monitor their child's grades via Family Access. Please see the above section to sign up for this important parental resource.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program is a vocational program for eligible high school juniors and seniors each of whom must have a stated career objective. The three components of the program are:

- Work based – learning
- School – based learning
- Connecting Activities

Contact the Parkview Business Department for more information.

BLACKHAWK TECHNICAL COLLEGE UW-ROCK, BELOIT COLLEGE

Options are available for students to attend Blackhawk Tech., UW Rock or Beloit College. See the guidance department for more information.

OBTAINING A WORK PERMIT

When you have obtained a job, you must submit to the **front office** the following items before a work permit can be issued:

1. A statement from your employer indicating that you will be working for them.
2. A statement from your parents giving their consent
3. A copy of your birth certificate or baptismal certificate.
4. A fee of \$10 payable by your employer.
5. A copy of your social security card.

WITHDRAWAL FROM SCHOOL

Prior to withdrawing, students are to complete the following:

1. Present a written notice of withdrawal to the office from their parent/guardian.
2. Parent/student must speak with building principal before beginning the withdrawal process.
3. Turn in all textbooks to their teachers.
4. Pay library fines if applicable.
5. Return the "Student Withdrawal Form" to the office after it has been initialed by all teachers involved.
6. Be sure that your hall and gym lockers are cleaned out completely.

HEALTH PROCEDURES

Health Office

The School Nurse Consultant and all designated personnel provide assessment and care of ill and injured students. They also provide health education and consultation, dispense medication, maintain immunization records, and screen for communicable diseases. It is the responsibility of the parents/guardians to inform the Health Office if their student has any medical concerns that may require a health and/or procedure plan and to provide up to date health information on an annual basis.

Illness and Injury

There is an illness/injury log in the Health Office. When a student is seen in the Health Office, the date of when they were seen and the purpose of the visit should be documented.

Please be sure that all injuries occurring during class or in a supervised school location are reported to both the teacher in charge and the Health Office. An injury report must be completed and given to the designated school personnel within 24 hours of the incident.

Exposure to Bodily Fluids

When students are in contact with a student in need of medical assistance, their first step should be to notify an adult. Unless it is an extreme emergency, students should not administer First Aid.

Medication Policy and Procedure

Students distributing, selling, or consuming prescription medication at Parkview Jr./Sr. High School without proper office notification may be subject to discipline action including possible expulsion from school. The following guidelines will be followed when medication is administered to students.

Non-prescription Medication

Non-prescription (over the counter) medications will be administered by the designated staff upon the receipt of:

- ❑ Written consent by the parent/guardian
- ❑ Medication supplied by the parent/guardian in the original container listing the name of the medication, the time to be administered, and dose to be administered
- ❑ Medication Administration Forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.

Prescription Medication

All prescription medications are required to be kept locked in the Health Office. Prescription medication will be administered by the designated staff upon receipt of:

- ❑ Written consent by the parent/guardian
- ❑ Written instructions and signature of the healthcare provider
- ❑ Medications are supplied by the parent/guardian in the original container with the child's full name, name of the drug and dosage, time to be given and the healthcare provider's name
- ❑ Students with severe asthma may carry their inhalers with them.
- ❑ The order on the medication container must match the written instructions of the healthcare provider (child's full name, name of drug and dosage, and time to be given).
- ❑ It is the responsibility of the student, where appropriate given the student's age and developmental level, to report for his/her medication(s) at the designated time.
- ❑ Medication administration forms are available in the office upon request or on the district website. This form must be updated and resubmitted annually or if dosage or frequency of the medication change.
- ❑ All medication must be claimed at the end of the school year or it will be discarded.

THE LMC INSTRUCTIONAL MEDIA CENTER

The LMC is a place of quiet study, research, and reading. It is open:

Mon. Tues and Thurs. 7:30-8:30 PM

Wed.: 7:30 AM to 6:00 PM

Fri.: 7:30 AM to 4:00 PM

Any students may use the LMC before or after school. During school hours, students may choose to go to the LMC rather than an assigned study hall. Students have the opportunity to sign up to use the LMC before school.

The computer science and homework lab are also available for student use. LMC staff is available to help students with research, locating materials, and answering questions. Please feel free to ask for help at any time.

Since it is a privilege to use the LMC, any inappropriate behavior may result in the loss of LMC privileges for a time period.

COMPUTER USE AT PARKVIEW

* The Parkview School District Access to Technology Resources Consent form must be signed and on file in the LMC before a student can use the internet.

* The Parkview School District Web Page Consent Form must be signed and on file before any student's name, graduation date, photo, artwork and/or writing can be included on the web page.

- The Parkview School District reserves the right to remove any user for inappropriate use of the internet and/or computer equipment. Issues concerning misuse of computers will be addressed using the discipline rubric.
- No food or drink in any computer labs or near any computer in the building.

